

## ASSIGNMENT 3

Textbook Assignment: "Administrative Investigations," chapter 13, pages 13-1 through 13-24;  
"Office Organization and Management," chapter 14, pages 14-1 through 14-10.

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IN ANSWERING QUESTIONS 3-1 THROUGH 3-38,  
REFER TO CHAPTER 13.

3-1. What type of fact-finding body can subpoena civilian witnesses?

1. Board of investigation required to conduct a hearing
2. Board of investigation not required to conduct a hearing
3. Single investigation not required to conduct a hearing
4. Court of inquiry

3-2. Which of the following statements describes a distinguishing feature of a fact-finding body not required to conduct a hearing?

1. May be convened in writing
2. Uses hearing procedures in collecting evidence
3. Has the power to subpoena civilian witnesses
4. May not designate parties

3-3. Progress status reports on all death investigations are required at what specific time intervals?

1. Every 14 days
2. Every 10 days
3. Every 7 days
4. Every 5 days

3-4. What copy of a death investigative report is usually released to the next of kin?

1. The initial report
2. The advance report
3. The preliminary report
4. The supplemental report

3-5. What statutory requirement must an officer in charge possess before he or she can convene an investigation not requiring a hearing?

1. Be authorized to administer NJP under Article 15, UCMJ
2. Be designated in writing by SECNAV
3. Be designated in writing by a superior in the chain of command
4. Be a commissioned officer

3-6. A member is injured while on leave from a deployed ship. What action regarding the investigation should his or her CO take?

1. Send an investigator TAD to complete the investigation
2. Request that the area coordinator where the incident occurred conduct the investigation
3. Request the naval hospital in the geographic area where the incident occurred to conduct the investigation
4. Request JAG to designate a command to conduct the investigation

- 3-7. A vehicle accident involving members from three different commands occurs. If the commands cannot determine who should conduct the investigation, what action should be taken?
1. Each command must investigate the incident independently
  2. The senior command involved will convene the incident
  3. The common superior of all commands involved will determine who convenes the investigation
  4. The command whose geographic location is closer to the incident will convene the investigation
- 3-8. What is the least number of members that can comprise a board of investigation not required to conduct a hearing?
1. One
  2. Two
  3. Three
  4. Four
- 3-9. Under what circumstances, if any, may a CA issue supplemental instructions to an investigation already in progress?
1. When he or she discovers new evidence
  2. When he or she desires to broaden or narrow the scope of the investigation
  3. When he or she is relieved of command due to PCS, TAD, or leave
  4. None
- 3-10. Opinions and recommendations may not be included in an investigative report unless they are directed by what official?
1. The counsel for the government
  2. The counsel for the party
  3. The convening authority
  4. The investigating officer
- 3-11. An investigating officer must prepare a Privacy Act statement for a witness to sign under what circumstance?
1. When a witness is suspected of committing an offense under the UCMJ
  2. When the witness is a member of the armed forces on active duty
  3. When the witness is a civilian
  4. When a witness supplies personal information
- 3-12. An investigating officer obtains a member's social security number from the local administration office. To use this information in the investigative report, he or she must perform which of the following actions?
1. Have the member sign a Privacy Act statement
  2. Note the source of the SSN in the preliminary statement of the investigation
  3. Contact the member and advise him or her of the method used to obtain the SSN
  4. Note the source of the information in the findings of fact
- 3-13. Article 31, UCMJ, warnings must be given to a witness at an investigation not required to conduct a hearing under what circumstances?
1. When the witness is suspected of an offense
  2. When the appointing order states it as a requirement
  3. When the witness' statement is made orally
  4. When the witness is providing expert testimony

- 3-14. The CA prescribes the time period a fact-finding body has to submit its investigative report. Normally, the time allocated should not exceed what number of days?
1. 30 days from the date of the appointing order
  2. 30 days from the date of the incident
  3. 60 days from the date of the appointing order
  4. 60 days from the date of the incident
- 3-15. When an investigation not required to conduct a hearing is conducted, what person determines the method of procedure to be followed?
1. The CA
  2. The command legal officer
  3. The investigating officer
  4. The counsel for the board
- 3-16. In an investigation not required to conduct a hearing of an automobile accident, which of the following steps may an investigator employ during the investigation?
1. Interview injured parties
  2. Collect hospital records
  3. Inspect the scene of the accident
  4. All of the above
- 3-17. Evidence to be used in an investigation not required to conduct a hearing may be obtained by the investigating officer by which of the following methods?
1. Informal personal interview
  2. Telephone inquiry
  3. Correspondence
  4. Each of the above
- 3-18. What part of a NCIS Report of Investigation (ROI) may be included in an investigative report?
1. Narrative summary portion
  2. Enclosures to the ROI
  3. Both 1 and 2 above
  4. Name of participating agents
- 3-19. Which of the following documents may be included in an investigative report?
1. Operating logs
  2. Polygraph examination record
  3. Inspector General report
  4. Aviation mishap investigation Report
- 3-20. An investigative report includes photographs of an accident site. What disposition is made of the negatives?
1. They are maintained by the Navy photo lab processing the film
  2. They are maintained by the investigating officer
  3. They are forwarded with the investigation
  4. They are held by the appointing authority
- 3-21. In an investigation not required to conduct a hearing, what should be included to show the "as found" location and condition of a piece of equipment that will be sent to a laboratory for analysis?
1. An affidavit by the investigating officer
  2. A sketch or photograph
  3. A chain of custody document
  4. An unsworn statement by the investigating officer
- 3-22. What information must be documented on a written statement from a civilian witness in an investigation not required to conduct a hearing?
1. Full name and residence only
  2. Full name, title, and residence only
  3. Full name, business or profession, and residence only
  4. Full name, title, business or profession, and residence

- 3-23. What is the purpose of the preliminary statement?
1. To inform the CA that all available evidence was collected
  2. To inform the CA of the investigating officer's itinerary
  3. To inform the CA of the investigating officer's summary of the investigation
  4. To inform the CA of the identity of the command that furnished the necessary clerical assistance
- 3-24. Which of the following documents should always be the first enclosure to an investigative report?
1. Exhibits
  2. Any special communications from the CA
  3. The appointing order
  4. Findings of fact
- 3-25. In what order should enclosures be listed in an investigative report?
1. In the order received by the investigating officer
  2. In the order referenced in the report
  3. In order of importance
  4. In chronological order
- 3-26. In what manner are enclosures authenticated in an investigative report?
1. By enclosing a command seal on each document
  2. By the investigating officer's signature on each enclosure
  3. By the signature of the investigating officer on the investigative report
  4. By typing the words "For Official Use Only" on each enclosure
- 3-27. If during the CA's review, the CA finds the investigative report incomplete or in error, what action should the CA take?
1. Indicate the problems in the forwarding endorsement and send the report to the next superior in the chain of command
  2. Appoint a new investigation independent of the first body to complete or correct the report
  3. Forward the report as is without further action
  4. Return the report to the investigator(s) for further inquiry
- 3-28. If the CA takes punitive action on an individual as a result of an incident under investigation, by what means is that action reflected in the record of investigation?
1. By noting the action in forwarding endorsement
  2. By enclosing a copy of the action as an enclosure
  3. By indicating the action via separate cover
  4. By having the Investigator(s) issue a supplement to the basic report
- 3-29. In death cases, JAG should receive what total number of copies of the investigative report?
1. Original and one copy only
  2. Original and two copies only
  3. Original and three copies only
  4. Original and four copies
- 3-30. What official may release JAGMAN investigations involving classified material?
1. JAG
  2. CNO
  3. CA
  4. SECNAV (JAG)

- 3-31. A designated party is NOT accorded which of the following rights?
1. To be present during deliberations
  2. To examine any written statements
  3. To introduce evidence
  4. To make a voluntary oral or written statement in the record of proceedings

- 3-32. The authority to convene courts of inquiry is possessed by which of the following officials?

1. GCM convening authorities
2. A person designated by the SECNAV
3. Both 1 and 2 above
4. Any OIC or CO

- 3-33. A fact-finding body required to conduct a hearing should normally be composed of what number of officers?

1. One
2. Two
3. Three
4. Four

- 3-34. The record of a court of inquiry may be used instead of an Article 32, UCMJ, pretrial investigation.

1. True
2. False

- 3-35. Investigations involving line of duty determinations affect which of the following entitlements?

1. Severance pay
2. Disability retirement
3. Veteran's benefits
4. Each of the above

- 3-36. In death cases, opinions concerning line of duty are not made.

1. True
2. False

- 3-37. If a member refuses to submit to needed medical care and suffers a disability as a proximate result of the refusal, which of the following line of duty determinations should be made?

1. In the line of duty and not due to member's own misconduct
2. In the line of duty and due to member's own misconduct
3. Not in the line of duty and not due to member's own misconduct
4. Not in the line of duty and due to the member's own misconduct

- 3-38. With regard to line of duty and misconduct determinations, what finding CANNOT be made by a fact-finding body?

1. In the line of duty, not due to member's misconduct
2. Not in the line of duty, not due to member's misconduct
3. In the line of duty, due to member's misconduct
4. Not in the line of duty, due to member's own misconduct

IN ANSWERING QUESTIONS 3-39 THROUGH 3-65, REFER TO CHAPTER 14.

- 3-39. What is the key to the effective management of a Navy legal service office (NLSO)?

1. Aggressiveness
2. Knowledge of the command's organization
3. Supervision
4. Involvement

- 3-40. Who has command over all NLSOs?

1. JAG
2. COMNAVLEGSVCCOM
3. OEGCMJ
4. Attorney General

- 3-41. Defense counsels fall under the authority of which of the following authorities?
1. Convening authority of each court-martial
  2. OEGCMJ
  3. Commander, Naval Legal Service Command
  4. Assistant Judge Advocate General (Operations and Management)
- 3-42. What number of major departments makes up a Navy legal service office?
1. Six
  2. Five
  3. Three
  4. Four
- 3-43. NLSO detachments report to what authority?
1. Commander, Naval Legal Service Command
  2. Parent NLSO
  3. OEGCMJ over the detachment
  4. Deputy JAG
- 3-44. As a Legalman at an SJA office, what areas of the legal field should be your primary concerns?
1. Military justice and investigations
  2. Military justice and claims
  3. Military justice and legal assistance
  4. Military justice and posttrial review
- 3-45. Upon arriving at a new office, you should have what major concern about reports?
1. A report tickler system is in place
  2. The number of reports
  3. Reports due and in what format
  4. Frequency of submission
- 3-46. Modern management authorities prefer which of the following concepts of a manager?
1. Someone who plans, organizes, directs, and controls operations
  2. Someone who matches interests and needs of people with those of the command
  3. Someone who organizes, directs, and controls the activities of people
  4. Someone who recognizes the role people play in achieving the objectives of the activity
- 3-47. Managing people is the central and most important managerial task.
1. True
  2. False
- 3-48. What method is used to prevent office routine from breaking down during the absence of other personnel?
1. Rotating personnel in various jobs
  2. A comprehensive training plan
  3. Creation of a master turnover file
  4. Effective supervision
- 3-49. What end is accomplished by making job assignments in writing?
1. It prevents dereliction of duty
  2. It ensures all aspects of a job are covered
  3. It ensures each person is aware of his or her job responsibilities
  4. It prevents duplication of effort
- 3-50. What is the primary goal of training subordinates?
1. Improving efficiency on the job
  2. Preparing for advancement
  3. Indoctrinating new personnel to the rating
  4. Maintaining currency of rating standards

- 3-51. What guidelines should be used as the basis for an effective training program?
1. Advancement examinations
  2. Occupational standards
  3. Basic administrative tools
  4. *Military Requirements for Petty Officer 3 & 2*
- 3-52. What should be the most important aspect(s) of supervising civilians?
1. Monitoring performance
  2. Writing performance descriptions and appraisals
  3. Using proper management techniques
  4. Enforcing civil service regulations
- 3-53. What publication(s) contains specific details on civilian personnel matters?
1. *Federal Personnel Manual*
  2. *Civil Service Reform Act* pamphlet
  3. *Manager's Handbook*
  4. Local standard operating procedures
- 3-54. What is a federal position description?
1. An official record of work assigned by management
  2. An organization's task statement
  3. A job qualification statement
  4. A chain of command billet structure
- 3-55. The Factor Evaluation System assigns grades in the classification of what nonsupervisory positions?
1. GS-7 only
  2. GS-9 only
  3. GS-14 only
  4. GS-1 through GS-15
- 3-56. What number of evaluation factors are under the Factor Evaluation System?
1. Five
  2. Six
  3. Seven
  4. Nine
- 3-57. Military members are expected to settle their financial obligations in what manner?
1. Expeditiously
  2. Properly and timely
  3. Maturely and responsibly
  4. Justly and expediently
- 3-58. A commanding officer may arbitrate controversies regarding alleged debts.
1. True
  2. False
- 3-59. What act requires the annual percentage rate of the total finance charge be explained to the consumer?
1. Federal Truth in Lending Act
  2. Fair Debt Collection Practices Act
  3. Consumer Credit Act
  4. Standards of Fairness Act
- 3-60. Which of the following individuals or businesses are prohibited from contacting a commanding officer regarding an alleged debt?
1. Private firms
  2. Private individuals
  3. Collection agencies
  4. Credit bureaus

3-61. What action is taken on a creditor's correspondence that is in violation of the Fair Debt Collection Practices Act?

1. The correspondence is forwarded to the member stating he or she doesn't have to reply to the letter
2. The correspondence is forwarded to the local NLSO and reported as a violation of the Fair Debt Collection Practices Act
3. The correspondence is returned to the sender stating the violation and that no action was taken
4. The correspondence is forwarded to the local general court-martial convening authority for action by the armed forces disciplinary control board

3-62. While you are counseling a member regarding an indebtedness letter, he or she disputes the alleged debt. What action should you take?

1. Advise the member to contact the debtor personally
2. Reply to the creditor that the debt is disputed and that he or she should contact the member directly
3. Refer the member to a legal assistance officer
4. Attempt to resolve the matter between the creditor and the member

3-63. Members who establish a pattern of dishonorable failure to pay just debts should be administratively separated under which of the following separation categories?

1. Convenience of the government
2. Best interest of the service
3. Misconduct due to a pattern of misconduct
4. Misconduct due to a minor civilian offense

3-64. A member may not be administratively separated for failure to pay just debts until what action has been taken?

1. A judgment has been rendered against the member by a creditor
2. The member has been counseled and given a reasonable time to become solvent
3. The member has been charged and found guilty for a violation of the UCMJ, Article 134
4. The member has received letters of indebtedness from at least two separate creditors

3-65. What is the maximum punishment a member may receive at court-martial for a violation of Article 134, UCMJ, failure to pay just debts?

1. Bad-conduct discharge only
2. Other than honorable discharge
3. Bad-conduct discharge, 6 months' confinement, and forfeiture of all pay and allowances
4. Dishonorable discharge, confinement for 1 year, and forfeiture of all pay and allowances



COURSE COMPLETION/DISENROLLMENT FORM  
(Refer to instructions in front of course)

PLEASE PRINT CLEARLY

LEGALMAN 1 & C	82609
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NONRESIDENT TRAINING COURSE (NRTC)

NAVEDTRA NUMBER

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NAME, RANK, RATE, CIVILIAN

SSN

IF YOUR COURSE WAS ADMINISTERED BY NETPMSA, YOU MUST SUBMIT THIS FORM TO THE ADDRESS BELOW. IF YOUR COURSE WAS ADMINISTERED BY AN ACTIVE DUTY COMMAND OR NAVAL RESERVE CENTER, DO NOT SUBMIT THIS FORM TO NETPMSA.

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COURSE COMPLETION (Date \_\_\_\_\_)

YOU SHOULD RETAIN THE TRAINING MANUAL AND THE ASSIGNMENT BOOKLET IF THEY ARE NOT CLASSIFIED. If CLASSIFIED, submit the material to your command for proper disposition of CLASSIFIED material. A letter of satisfactory completion will be issued to you after your last assignment is received and processed. This form should be included when you send in the last assignment. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

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DISENROLLMENT (Date \_\_\_\_\_)  
(Did not complete the course)

In the event of disenrollment, submit this form to the address below with any unused ADP answer sheets. You need not return any other course material. If the course material is CLASSIFIED, you must submit the material to your command for proper disposition of CLASSIFIED material. If the training manual and NRTC courses are designated with distribution statements B, C, D, E, F, or X, and you decide to dispose of the material, you must destroy the material to prevent disclosure of contents or reconstruction of the document.

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OTHER REASON (Specify) :

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within ODO for official use in determining performance.

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STUDENT COMMENT SHEET

THIS FORM MAY BE USED TO SUGGEST IMPROVEMENTS, REPORT COURSE ERRORS, OR TO REQUEST HELP IF YOU HAVE DIFFICULTY COMPLETING THE COURSE.

Date \_\_\_\_\_

FROM:

SSN \_\_\_\_\_

\_\_\_\_\_  
NAME (Last, first, M.I.)  
RANK, RATE, CIVILIAN

\_\_\_\_\_  
STREET ADDRESS, APT #

\_\_\_\_\_  
ZIP CODE \_\_\_\_\_

\_\_\_\_\_  
CITY, STATE

To:    COMMANDING OFFICER  
      NETPMSA   CODE 0313  
      6490 SAUFLEY FIELD RD  
      PENSACOLA FL 32509-5237

Subj:   LEGALMAN 1 & C, NAVEDTRA 82609

1.    The following comments are hereby submitted:

PRIVACY ACT STATEMENT

Under authority of Title 5, USC 301, information regarding your military status is requested to assist in processing your comments and prepare a reply. This information will not be divulged, without written authorization, to anyone other than those within DOD for official use in determining performance.

NETPMSA 1550/41 (Rev. 2-93)

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DEPARTMENT OF THE NAVY

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COMMANDING OFFICER  
NETPMSA CODE 0313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237

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OFFICIAL BUSINESS

COMMANDING OFFICER  
NETPMSA CODE 0313  
6490 SAUFLEY FIELD RD  
PENSACOLA FL 32509-5237

PRINT OR TYPE

TITLE \_\_\_\_\_ NAVEDTRA \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
Last First Middle Street/Ship/Unit/Division, etc.

RANK/RATE \_\_\_\_\_ SOC. SEC. NO. \_\_\_\_\_ City or FPO \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
DESIGNATOR \_\_\_\_\_ ASSIGNMENT NO. \_\_\_\_\_

☐ USN ☐ USNR ☐ ACTIVE ☐ INACTIVE OTHER (Specify) \_\_\_\_\_ DATE MAILED \_\_\_\_\_

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22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____





